

# How to Procure Existing Records

## Steps to Follow:

- Step 1: Give Primary Provider\* current diagnosis and supporting medical documentation
- Step 2: Provide proof of assignment stating “Where/When” injured (i.e. Orders, Morning Reports, DA2-1)
- Step 3: Provide your statement claiming “How” the injury occurred (direct cause vs. whole career)
- Step 4: Provide a “Buddy Statement” supporting your claim (if available)
- Step 5: Take the above documents to a local Military Treatment Facility (MTF) or VA Hospital
- Step 6: Ask for a medical consultation statement validating “HOW” your injury occurred (cannot use “history of the Soldier”)\*\*

*\*Doctor, nurse, or physician assistant*

*\*\*See copy of our letter explaining purpose of the visit to your primary provider*

## Obtaining Hospital Documents

### **Contact:**

Patient Administration Systems & Biostatistics Activity (PASBA)  
ATTN: Ms. Terry Amrhein  
Analysis Branch  
1216 Stanley Road, Suite 25  
Fort Sam Houston, TX 78234

Phone: (210) 295-8938

**Note:** PASBA Only verifies hospital stays in an Army hospital after January 1971 and is to be used only after requesting records from the National Personnel Records Center or the VA and those sources do not have the medical records.

## Obtaining Personnel Documents

### **Contact:**

National Personnel Records Center (NPRC-MPR)  
9700 Page Avenue  
St. Louis, MO 63132-5100

Website: <http://www.archives.gov/st-louis/military-personnel>

Phone: (314) 801-0800

Do you need additional assistance? Call the CRSC Service Center at 1-866-281-3254 or visit [www.crsc.army.mil](http://www.crsc.army.mil)

# How to Procure Existing Records

## **Obtaining Personnel Documents (continued):**

### **Contact:**

National Archives Records Agency (NARA) located in 18 states around the Country

Website: <http://www.archives.gov/research>

Phone: (866) 272-6272

## **Obtaining Presumptive Documents**

### **Contact:**

US Army and Joint Services Record Research Center

Kingman Building

7701 Telegraph Road, Room 2C08

Alexandria, VA 22315-3828

Phone: (703)428-6801

**Note:** *Researches PTSD & Agent Orange exposure (and other herbicides). Veteran must provide complete information including name, SSN, unit designation, location, stressor (e.g., mortar attack, friend wounded/killed in action (friend's name, date, etc.) time period of 60-90 days.*

### **Contact:**

Agent Orange Registry

Veterans Benefits Administration (VBA)

810 Vermont Ave., NW

Washington, DC 20420

Website: <http://www1.va.gov/agentorange>

Phone: (800) 827-1000

### **Contact:**

Gulf War Registry, Veterans Health Administration

810 Vermont Ave, NW

Washington, DC 20420

Website: <http://www1.va.gov.gulfwar>

Phone: (800) 749-8387